

2013-2014 Person-for-Person Swap Request

This form is for students with 2013-2014 assignments who want to trade spaces with another 2013-2014 resident for the 2013-2014 academic year. We are accepting forms early, but we will not process them until the summer. By signing and submitting this request, you are indicating that you have read, understood, and agree with the instructions and guidelines

Instructions:

1. Read all of the information on this form carefully and completely.
2. Complete all sections of this form thoroughly. Incomplete or inaccurate forms will not be considered.
3. Both individuals trading spaces must complete and sign the same form. If all required signatures are not present, the request will not be honored.
4. Submit the form to the Office of Housing and Residence Life at your neighborhood desk for approval.

Guidelines:

- You may only trade spaces with one other individual. **Domino-style moves should be completed one move at a time.** Please be aware that there may be a difference in room rate for your new space.
- By signing the Person-for-Person Swap Request **you agree to have your assignment changed and agree to pay all associated costs from the day the swap is approved.**

Student #1 Information:

By signing below, I am stating that I have thoroughly read and understood all of the information on the top of this form. Further, I am in agreement with the Room Swap that is indicated on this form. I further agree to pay all rent costs associated with this assignment type. My signature indicates that I agree to be assigned to this new assignment, giving up any previous assignment I may have had.

Print Name: _____

Current Building/Room #: _____

ID number: G _____

E-Mail: _____@gmu.edu

Signature: _____

Student #2 Information:

By signing below, I am stating that I have thoroughly read and understood all of the information on the top of this form. Further, I am in agreement with the Room Swap that is indicated on this form. I further agree to pay all rent costs associated with this assignment type. My signature indicates that I agree to be assigned to this new assignment, giving up any previous assignment I may have had.

Print Name: _____

Current Building/Room #: _____

ID number: G _____

E-Mail: _____@gmu.edu

Signature: _____

Office Use Only - Do Not Write Below This Line

Student #1 New Housing Assignment				Student Notified?		Comments:
Building	Room	Bed ID #	Room Type	<input type="radio"/> Yes <input type="radio"/> No		
<input type="radio"/> Assignment Made		Staff Initials:				

Student #2 New Housing Assignment				Student Notified?		Comments:
Building	Room	Bed ID #	Room Type	<input type="radio"/> Yes <input type="radio"/> No		
<input type="radio"/> Assignment Made		Staff Initials:				